

How to Complete Background Checks

1) HEALTH OCCUPATIONS CREDENTIALING (HOC) – Criminal Record Check

- If provisional employment is being offered, request must be documented and results must be within 60 calendar days.

Price: \$10.00 (plus convenience fee)

Website: <https://www.kansas.gov/kdads-criminalhistory/index.do>

2) KNAR – KANSAS NURSE AID REGISTRY – KDHE ANE Findings

- If provisional employment is being offered, must be completed before date of hire.

Price: No Charge

Website: [main](#)

For Certified Nurse Assistants (CNA) or Certified Medical Aids (CMA), click on Certification Verification.

For non-licensed/non-certified professionals, click on Non-Licensed/Non-Certified

Please print the page using the tools of your web browser and maintain a copy in the employee's file in order to verify date and time the online check was completed.

3) DCF ADULT ABUSE, NEGLECT AND EXPLOITATION (ANE) CENTRAL REGISTRY

- If provisional employment is being offered, request must be documented and results must be within 60 calendar days.

Price: No Charge

There is a form that needs to be filled out and signed by the individual who will be having the background check. It is **very** important that everything be filled out. If something does not apply to the individual they need to mark it as N/A (not applicable).

The Release of Information form that needs to be mailed in can be found at:

http://www.dcf.ks.gov/services/PPS/Documents/PPM_Forms/Section_10000_Forms/PPS10400.pdf

4) DCF CHILD ABUSE AND NEGLECT CENTRAL REGISTRY

- If provisional employment is being offered, request must be documented and results must be within 60 calendar days.

Price: \$10.00

There is a form that needs to be filled out and signed by the individual who will be having the background check. It is **very** important that everything be filled out. If something does not apply to the individual they need to mark it as N/A (not applicable).

The Release of Information form that needs to be mailed in can be found at:

http://www.dcf.ks.gov/services/PPS/Documents/PPM_Forms/Section_1000_Forms/PPS1011.pdf

5) KDOR – DRIVER’S LICENSE RECORD

- If provisional employment is being offered, must be completed before date of hire.

Price: Free

Website: <https://www.kdor.ks.gov/Apps/DLStatus/login.aspx?ReturnUrl=%2fApps%2fDLStatus%2fSecure%2fDefault.aspx>

6) KSBN – KANSAS STATE BOARD OF NURSING *(If Applicable)*

- If provisional employment is being offered, must be completed before date of hire.

Price: Free (Online) or \$1.50 (Written)

Website: <https://www.kansas.gov/ksbn-verifications/>

License status verification will include the following information:

- Kansas license number
- Date of issue and expiration
- Legal and/or disciplinary action (if any)

Note: Online services only shows nurses who are in Active Status. To view Inactive or Lapsed Status, inquiries may be requested via Written Request.

7) OFFICE OF INSPECTOR GENERAL (OIG)

- If provisional employment is being offered, must be completed before date of hire.

Price: Free

Website: <https://exclusions.oig.hhs.gov/>